

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 3: Intake	Effective Date: July 1, 2008
	Section 6: Recommending a CA/N Report for Screen-Out	Version: 2

POLICY

The Indiana Department of Child Services (DCS) will not assign for assessment intake reports that **do not**:

1. Meet the statutory definition of child abuse/neglect (CA/N), and/or
2. Contain sufficient information to either identify or locate the child/family and initiate an assessment.

CA/N intake reports that are not assigned for assessment are referred to as “screen-outs.”

Intake reports that involve a homeless unaccompanied minor receiving shelter from an emergency shelter, shelter care facility or program that provides shelter to homeless individuals without the presence or consent of a parent, guardian or custodian, may **not** be “screened-out.”

Code References

[IC 31-36-3: Homeless Children](#)

PROCEDURE

The intake worker will:

1. Recommend an intake report for screen-out if:
 - a. The statutory definition of CA/N **has not** been met; and/or
 - b. There is not enough information in the intake report to either identify or locate the child/family to initiate an assessment.
2. Document the specific reason for the screen-out in the notes section of the CA/N intake report (i.e., “The allegations don’t meet the statutory definition of CA/N because the person who allegedly beat the child was not the child’s parent/guardian/custodian”)
3. Recommend the report be referred to law enforcement if the allegations are of a criminal nature.
4. Forward the intake report and records search information to a supervisor for review and approval of the recommendation to screen it out. This may be done electronically or in hard copy.
5. The intake worker will either make direct contact with the supervisor to confirm receipt or will assure receipt through a standardized delivery process such as a high-priority in-box, an incoming CA/N intake report log, etc.

See related policy, [3.7 Review of Screened-out CA/N Intake Reports](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

N/A

RELATED INFORMATION

N/A